

Thank you for visiting our website. At DMA International we take your privacy and your trust in us seriously, that is why we have created our Privacy Policy.

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## **1. Preamble**

Updated: July 2022

DMA International includes:

“DMA International“ ApS, established under the laws of Denmark, registered with Code 27324967, and address of operation Copenhagen, Højnæsvej 58, Rødovre 2610,

and “DMA-International” EOOD, a company with limited liability, established under the laws of the Republic of Bulgaria, registered in the Commercial Register of the Registry Agency with a VAT number BG204343393 and address of operation Varna, 3 Koevo str.

This Policy applies to the official webpage of our company, <https://dma-international.com>, and other DMA International social media channels, such as LinkedIn, Facebook, Instagram.

DMA International complies with the General Data Protection Regulation (GDPR) of the EU and is committed to protecting your personal data in accordance with this Privacy Policy.

Our Privacy Policy is posted on our website, and you should review it periodically, as it may change. Any changes will be effective immediately upon the posting of the revised Privacy Policy.

YOUR USE OF AND INTERACTION WITH THE SITES CONSTITUTES YOUR UNCONDITIONAL ACCEPTANCE OF THE PRACTICES DESCRIBED IN THIS PRIVACY POLICY OR TO ANY CHANGES WE MAY SUBSEQUENTLY MAKE. IF YOU DO NOT AGREE WITH AND ACCEPT ALL OF THE PRACTICES DESCRIBED IN THIS PRIVACY POLICY, DO NOT USE THE SITE AND DO NOT PROVIDE OR SUBMIT ANY PERSONALLY IDENTIFYING INFORMATION. BY PROVIDING PERSONAL INFORMATION TO US, YOU CONSENT TO OUR COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY.

## **2. Information we collect and how we collect it**

We collect personal information about you in various ways, such as through our site and social media channels; through phone conversations; via job applications and in connection with in-person recruitment and/or interactions with clients and vendors.

We may collect the following types of personal information (as permitted by the law):

- contact information (such as name, postal address, email address and telephone number);
- username and password when you register in our site;
- information you provide about friends or other people you would like us to contact. (The Controller assumes that the other person previously gave an authorization for such communication);

In addition, if you are an associate or job candidate, you apply for a position or create an account to apply for a position, we may collect the following types of personal data (as permitted under the law):

- employment and education history;
- language proficiencies and other work-related skills;
- Social Security number, national identifier or other government-issued identification number;
- date of birth;
- gender;
- bank account information;
- citizenship and work authorization status;
- benefits information;
- tax-related information;
- information provided by references; and
- information contained in your resume or CV, information you provide regarding your career interests, and other information about your qualifications for employment.

We may also collect the following types of personal data upon receiving your explicit consent (where required by applicable law):

- disabilities and health-related information; and
- criminal and other background checks.

In addition, we may collect information you provide to us about other individuals, such as information related to emergency contacts.

This personal data is processed by a Controller (Technical Assistant and/or a Human Resources Specialist) and is retained for as long as necessary to provide our services and fulfil our obligations and/or for other essential purposes, such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting, and preventing fraud, and abuse, and enforcing our agreements.

### **3. How we use your information**

DMA International will only use Personal Data in ways that are compatible with the purposes for which it was collected or subsequently authorized by you and in accordance with the EU General Data Protection Regulation (“GDPR”). The information you provide is used solely by DMA International and its clients. We use this information for:

- providing workforce solutions and connecting people to work;
- creating and managing online accounts;
- processing payments;
- managing our business partner, client and vendor relationships;
- for any other authorized and approved purposes for which you provide us with your Personal Data;

### **4. Sharing of your information**

DMA International uses reasonable precautions to keep the information you disclose to us secure.

#### **4.1 Performance of a contract with you.**

DMA International will provide you with the opportunity to be employed and will disclose your information, such as employment and education history, language proficiencies and other work-related skills, date of birth, gender, citizenship and work authorization status to our clients.

#### **4.2 Legitimate interests:**

DMA International may disclose your information:

For marketing to you;  
For administration and management of our business; and  
Seeking advice on our rights and obligations, such as where we require our own legal advice.  
In this respect we will share your Personal Data with the following:

Our advisors or agents where it is necessary for us to obtain their advice or assistance.  
With third parties and their advisers where those third parties are acquiring, or considering acquiring, all or in part of our business.

#### 4.3 Legal reasons:

DMA International will disclose personal information when required by law or in the good-faith belief that such action is necessary to:

Identify persons who may be violating the law, the legal notice, or the rights of third parties; or  
Respond to lawful requests by public authorities, including meeting national security or law enforcement requirements.

### **5. Your data protection rights.**

Although we will do our best to protect your personal information, you should be aware that the transmission of information via the internet is not completely secure and we cannot guarantee the security of your personal information transmitted to the Website or any third party; for this reason, any transmission is at your own risk. We will use strict operational procedures and adequate, technical, and organizational security measures to prevent any unauthorised access, change, deletion, or transmission of this personal information.

Under applicable data protection laws, you have the following rights:

- Right to be informed – the present policy aims to provide you with detailed information about the purposes of processing your personal data.
- Right to access - you have the right to receive confirmation whether your personal data is processed.
- Right to correction - you have the right to correct your personal data if same is incomplete or inaccurate.
- Right to deletion - you have the right to request the deletion of data, except in cases where there is a substantial ground and/or legal obligation for their processing.
- Right to restriction in relation to data processing - the Regulation provides for the possibility to restrict the processing of your personal data, if there are grounds therefor, provided in said Regulation and these are not in conflict with other laws and statutory regulations.
- Right to notify third parties - If applicable, you have the right to ask your personal data Controller to notify third parties when he has provided your data, in respect of a correction, deletion or restriction of the processing of your personal data.
- Right to data portability - you have the right to receive the personal data that you have provided and that relate to you in a structured, machine-readable format, as well as to use such data with another Controller at your sole discretion.
- Right not to be the subject of a decision based solely on automated processing.
- Right to withdraw consent - you have the right, at any time, to withdraw your consent to the processing of personal data, which is based on your consent. Such withdrawal shall not affect the lawfulness of the processing on the grounds of the consent provided until the time of its withdrawal. Such withdrawal may lead to termination of employment due to the fault of the employee when the withdrawal of consent to the processing of personal data affects the company's ability to fulfil legal obligations under current laws and statutory regulations in the Republic of Bulgaria.
- Right to objection - you have the right to object to data processing on the grounds of a legitimate interest. In the event of such objection, we will review your request and, if found justified, we will

comply with it. If we believe that there are compelling legal grounds for processing or that it is necessary to establish, exercise or defend legal claims, we will inform you thereon.

- Right to appeal to a supervisory authority - you have the right to file a complaint with a supervisory authority if you believe that the processing of personal data concerning you violates the applicable personal data protection legislation.

#### **6. Privacy policies of other websites.**

DMA International's page may contain links to other websites. Our privacy policy applies only to us, if you click on a link to another page, you should read their privacy policy.

#### **7. Changes to our privacy policy.**

If we make any changes to our Privacy Policy, we will post those changes on this web page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. We encourage you to periodically review this web page for the latest information on our privacy practices.

#### **8. How to contact us.**

If you have any questions about DMA International's privacy policy or the data, we hold on you, you may contact us at [dma@dma-international.com](mailto:dma@dma-international.com).

#### **9. How to contact the appropriate authorities.**

Should you wish to report a complaint or if you feel that DMA International has not addressed your concern in a satisfactory manner, you may contact the data protection authority of the Member State of your habitual residence or of your place of work.